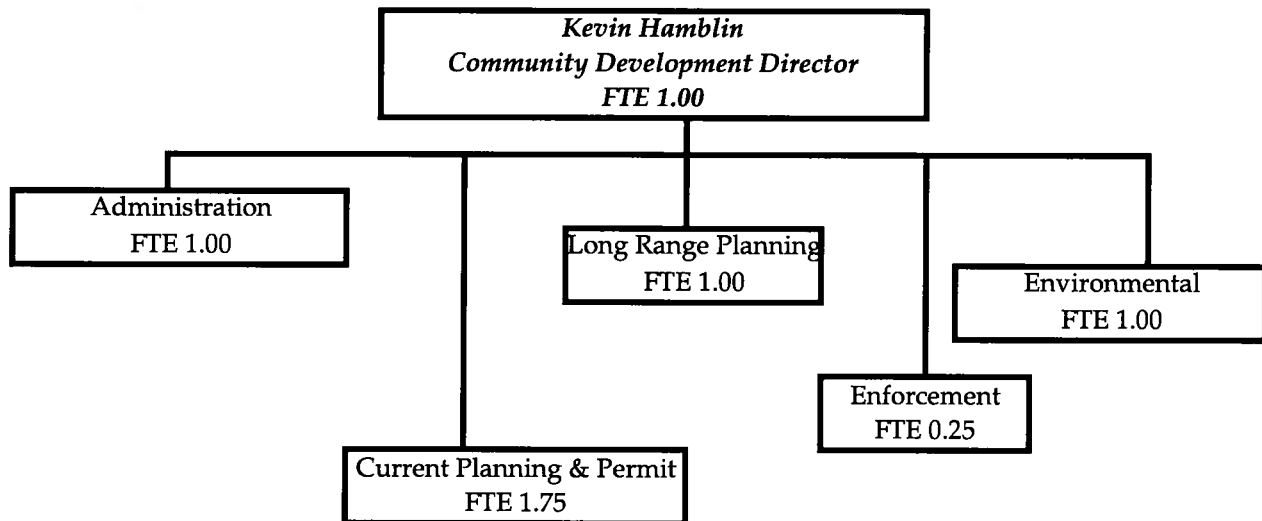


# Community Development Department

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## **Mission .**

*Administering and implementing the goals and policies of the City of Eureka's adopted General Plan and promoting comment, understanding, and public interest in the planning process and the numerous regulations pertaining to it by providing public information services to a broad range of citizens and citizen groups.*

# Department Summary

# Community Development



## DEPARTMENT DESCRIPTION:

The Department is comprised of a number of different divisions including: Current Planning/Permitting, Long Range Planning, Enforcement, and Environmental Planning. The Current Planning/Permitting division administers and implements the goals and policies of the general plan through, among other things, the administration and enforcement of local zoning and subdivision ordinances; the California Coastal Act; Subdivision Map Act; California Environmental Quality Act; and, other local, state, and federally mandated regulations, statutes; and/or programs. The Long Range Planning division is responsible for updates and amendments to the General Plan; plan interpretation; ordinance implementation; General Plan compliance and consistency determinations; Housing element review and updates; grant preparation and support; administration for long range City planning; and annexations through LAFCO. The Enforcement division implements the goals and policies of the General Plan through the enforcement of local zoning and subdivision ordinances. The Environmental division supports the other Divisions of the Community Development Department, and other City Departments through preparation of environmental studies and documents, and permitting of City projects.

The Community Development Department also provides direct staff support to numerous Boards and Commissions, including the Planning Commission, Historic Preservation Commission, Design Review Committee, and a variety of ad hoc committees.

	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Budget</u>	<u>2005-06</u> <u>Estimated</u>	<u>2006-07</u> <u>Budget</u>
<b>EXPENDITURES BY PROGRAM:</b>				
City Programs:				
Administration	\$99,859	\$91,090	\$119,757	\$117,195
Current Planning/Permitting	167,566	183,017	187,217	183,930
Long Range Planning	96,658	116,210	118,744	129,108
Enforcement	15,449	17,058	16,673	15,083
Environmental	83,804	84,769	85,848	89,123
Total	<u>\$463,335</u>	<u>\$492,144</u>	<u>\$528,239</u>	<u>\$534,439</u>

## EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$420,304	\$455,394	\$467,781	\$469,663
Services and Supplies	43,031	36,750	60,458	64,776
Total	<u>\$463,335</u>	<u>\$492,144</u>	<u>\$528,239</u>	<u>\$534,439</u>

# Department Summary

## Community Development



	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Budget</u>	<u>2005-06</u> <u>Estimated</u>	<u>2006-07</u> <u>Budget</u>
<b>REVENUES BY FUND:</b>				
City Funds:				
General Fund	\$463,335	\$492,144	\$528,239	\$534,439
Total	<u>\$463,335</u>	<u>\$492,144</u>	<u>\$528,239</u>	<u>\$534,439</u>

	<u>2003-04</u> <u>Actual</u>	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Budget</u>
<b>PERSONNEL:</b>			
Full-time Positions	6.00	6.00	6.00
Total	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

# Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Administration

**FUND:** General  
**ACCOUNT:** 46101

## PROGRAM DESCRIPTION:

The Administration Division provides guidance and leadership for, and plans, coordinates, supports and monitors the activities of the Community Development Department in accordance with established City policies. The Administration Division provides staff support to boards, commissions, the City Manager and the City Council. The Administration Division also provides the secretarial services for the entire Community Development Department.

	<u>2004-05 Actual</u>	<u>2005-06 Budget</u>	<u>2005-06 Estimated</u>	<u>2006-07 Budget</u>
<b>PROGRAM EXPENDITURES:</b>				
Salaries and Benefits	\$77,614	\$78,140	\$83,514	\$80,652
Services and Supplies	22,244	12,950	36,243	36,543
<b>Total Expenditures</b>	<u>\$99,859</u>	<u>\$91,090</u>	<u>\$119,757</u>	<u>\$117,195</u>

## PROGRAM RESOURCES:

C.D. Administrative	\$4,520	\$4,200	\$4,000	\$4,160
General Fund (various)	95,339	86,890	115,757	113,035
<b>Total Resources</b>	<u>\$99,859</u>	<u>\$91,090</u>	<u>\$119,757</u>	<u>\$117,195</u>

	<u>2004-05 Actual</u>	<u>2005-06 Actual</u>	<u>2006-07 Budget</u>
<b>FULL TIME AND REGULAR PART-TIME POSITIONS:</b>			
Community Development Director	0.34	0.34	0.34
Administrative Services Assistant	1.00	1.00	1.00
<b>Total</b>	<u>1.34</u>	<u>1.34</u>	<u>1.34</u>

## SERVICE LEVEL CHANGES:

None.

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Administration

**FUND:** General  
**ACCOUNT:** 46101

### PROGRAM GOALS:

Provide clear direction to staff of the Community Development Department for effective and efficient land use planning and permitting that support orderly growth and economic development within the City of Eureka and its environs. Provide staff support to Boards, Commissions, the City Manager and City Council. Maintain Department financial records. Inventory and maintain Department supplies and equipment. Supervise programs that implement the General Plan. Support the continued professional education of all Community Development Department personnel. Greet and assisted visitors to the Department and answer phone calls received by the Department

### PROGRAM OBJECTIVES:

Continue to provide clear direction to staff of the Community Development Department. Continue to provide staff support to Boards, Commissions, the City Manager and City Council. Implement the 2006-2007 budget. Update and maintain Department financial records. Update and maintain the inventory and maintenance of supplies and equipment. Support the continuing professional education of all Community Development Department personnel. Continue to promote public interest in, comment on, and understanding of the planning process and the numerous regulations relating to it by providing public information services to a broad range of citizens and citizen groups. Continue to greet and assist visitors to the Department, and answer, respond and/or forward phone calls received by the Department

### PERFORMANCE MEASURES:

<b>Program/Service Outcomes: (based on program objectives)</b>	<b>2004-05 Actual</b>	<b>2005-06 Estimated</b>	<b>2006-07 Budget</b>
Update departmental records on annual basis	Yes	Yes	Yes
Provide departmental support	Yes	Yes	Yes
Assist customers	Yes	Yes	Yes
<b>Program/Service Outputs: (goods, services, units produced)</b>			
Took action on administrative items	35	57	60
Council, Planning Commission and other meetings attended	80	90	100
Visitors greeted (avg. 12/day)	3,000	3,000	3,000
Phone calls answered/directed (avg. 20/day)	3,750	4,500	4,500

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Current Planning/Permitting

**FUND:** General  
**ACCOUNT:** 46102

### PROGRAM DESCRIPTION:

The Current Planning/Implementation Division administers and implements the goals and policies of the General Plan through, among other things, the administration and enforcement of local zoning and subdivision ordinances; the California Coastal Act; Subdivision Map Act; California Environmental Quality Act; and other local, state, and federally mandated regulations, statutes, and/or programs. The Current Planning/Implementation Division endeavors to promote comment, understanding, and public interest in the planning process and the numerous regulations pertaining to it by providing public information services to a broad range of citizens and citizen groups. The Current Planning/Implementation Division provides direct staff support to numerous boards and commissions, including the Planning Commission; Historic Preservation Commission; Design Review Committee; and, a variety of ad hoc committees.

	<u>2004-05 Actual</u>	<u>2005-06 Budget</u>	<u>2005-06 Estimated</u>	<u>2006-07 Budget</u>
<b>PROGRAM EXPENDITURES:</b>				
Salaries and Benefits	\$154,715	\$166,667	\$170,452	\$163,147
Services and Supplies	12,851	16,350	16,765	20,783
<b>Total Expenditures</b>	<b>\$167,566</b>	<b>\$183,017</b>	<b>\$187,217</b>	<b>\$183,930</b>

### PROGRAM RESOURCES:

Discretionary	\$37,095	\$28,500	\$33,000	\$34,320
Ministerial	11,143	11,000	7,000	7,280
General Fund (various)	119,329	143,517	147,217	142,330
<b>Total Resources</b>	<b>\$167,566</b>	<b>\$183,017</b>	<b>\$187,217</b>	<b>\$183,930</b>

	<u>2004-05 Actual</u>	<u>2005-06 Actual</u>	<u>2006-07 Budget</u>
<b>FULL TIME AND REGULAR PART-TIME POSITIONS:</b>			
Community Development Director	0.33	0.33	0.33
Senior Planner	1.00	1.00	
Planner	0.75	0.75	0.75
Deputy Director of Community Development			1.00
<b>Total</b>	<b>2.08</b>	<b>2.08</b>	<b>2.08</b>

### SERVICE LEVEL CHANGES:

Reclass Senior Planner to Deputy Director of Community Development.

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Current Planning/Permitting

**FUND:** General  
**ACCOUNT:** 46102

### PROGRAM GOALS:

Process applications for private development. Administer and provide staff support for the Programs within the Community Development Department. Implement the goals and policies of the general plan through the administration and enforcement of local zoning and subdivision ordinances; the California Coastal Act; Subdivision Map Act; California Environmental Quality Act; and other local, state and federally mandated regulations, statutes and/or programs. Promote public interest in, comment on, and understanding of the planning process and the numerous regulations relating to it by providing public information services to a broad range of citizens and citizen groups. Provide direct staff support to numerous Boards and Commissions, including the Planning Commission; Historic Preservation Commission; Design Review Committee; and, a variety of ad hoc committees.

### PROGRAM OBJECTIVES:

Continue processing applications for private developments. Continue administering and providing staff support for the Programs within the Community Development Department. Continue to implement the goals and policies of the general plan through the administration and enforcement of local zoning and subdivision ordinances; the California Coastal Act; Subdivision Map Act; California Environmental Quality Act; and other local, state and federally mandated regulations, statutes and/or programs. Continue to promote public interest in, comment on, and understanding of the planning process and the numerous regulations relating to it by providing public information services to a broad range of citizens and citizen groups. Continue to provide direct staff support to numerous Boards and Commissions, including the Planning Commission; Historic Preservation Commission; Design Review Committee; and, a variety of ad hoc committees. Continue to meet with, help, and direct visitors and phone calls. Continue professional education and development.

### PERFORMANCE MEASURES:

<b>Program/Service Outcomes: (based on program objectives)</b>	<b>2004-05 Actual</b>	<b>2005-06 Estimated</b>	<b>2006-07 Budget</b>
Process applications for private development	Yes	Yes	Yes
Implement the goals and policies of the general plan	Yes	Yes	Yes
Provide direct staff support to numerous Boards and Commissions	Yes	Yes	Yes
Meet with customers	Yes	Yes	Yes
Continue professional education and development	Yes	Yes	Yes
<b>Program/Service Outputs: (goods, services, units produced)</b>			
Permit applications processed	179	210	220
Customers served	2,000	2,500	2,500

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Long Range Planning

**FUND:** General  
**ACCOUNT:** 46103

### PROGRAM DESCRIPTION:

The Long Range Planning Division is responsible for updates and amendments to the General Plan; plan interpretation; ordinance implementation; General Plan compliance and consistency determinations; Housing element review and updates; grant preparation and support; administration for long range city planning; and, annexations and other city reorganizations through LAFCO. In addition, the division is responsible for special land use surveys, studies and reports supporting land use decisions as required.

	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Budget</u>	<u>2005-06</u> <u>Estimated</u>	<u>2006-07</u> <u>Budget</u>
<b>PROGRAM EXPENDITURES:</b>				
Salaries and Benefits	\$91,744	\$112,310	\$114,844	\$125,208
Services and Supplies	4,914	3,900	3,900	3,900
Total Expenditures	<u>\$96,658</u>	<u>\$116,210</u>	<u>\$118,744</u>	<u>\$129,108</u>

### PROGRAM RESOURCES:

General Fund (various	96,658	116,210	118,744	129,108
Total Resources	<u>\$96,658</u>	<u>\$116,210</u>	<u>\$118,744</u>	<u>\$129,108</u>

	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Actual</u>	<u>2006-07</u> <u>Budget</u>
<b>FULL TIME AND REGULAR PART-TIME POSITIONS:</b>			
Senior Planner	1.00	1.00	1.00
Community Development Director	0.33	0.33	0.33
Total	<u>1.33</u>	<u>1.33</u>	<u>1.33</u>

### SERVICE LEVEL CHANGES:

None.



## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Long Range Planning

**FUND:** General  
**ACCOUNT:** 46103

### PROGRAM GOALS:

Prepare annual report on the Capital Improvement Program's consistency with the General Plan. Provide information to the public regarding the General Plan, CEQA, census/population, and flood plain data. Coordinate with other City Departments and outside agencies to maintain and improve intergovernmental relations. Facilitate the effective and efficient planning of development within the City. Process applications pertaining to long range planning on public and private developments to decision before a variety of boards, commissions and the Council.

### PROGRAM OBJECTIVES:

Implement the City's General Plan. Implement the City's Housing Element. Prepare annual report on the Capital Improvement Program's consistency with the General Plan. Provide information to the public regarding the General Plan, CEQA, census/population, and flood plain data. Facilitate the effective and efficient planning of development within the City. Coordinate with other City Departments and outside agencies to maintain and improve intergovernmental relations. Continue processing applications pertaining to long range planning on public and private developments to decision before a variety of boards, commissions and the Council. Continue professional education and development.

### PERFORMANCE MEASURES:

<b>Program/Service Outcomes: (based on program objectives)</b>	<b>2004-05 Actual</b>	<b>2005-06 Estimated</b>	<b>2006-07 Budget</b>
Update annual General Plan conformance report on the Capital Improvement Program	Yes	Yes	Yes
Provide interagency coordination	Yes	Yes	Yes
Implement the Housing Element	Yes	Yes	Yes
Process applications for long range planning projects	Yes	Yes	Yes
<b>Program/Service Outputs: (goods, services, units produced)</b>			
Amendments to the General Plan	4	4	4
Zone Reclassifications	4	5	5

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Enforcement

**FUND:** General  
**ACCOUNT:** 46104

### PROGRAM DESCRIPTION:

The Enforcement Division implements the goals and policies of the General Plan through the enforcement of local zoning and subdivision ordinances. The primary goal of the Enforcement Division is voluntary compliance. The Enforcement Division oversees, directs and conducts the notification and inspection necessary for abatement of zoning violations in accordance with City policy and ordinance. The division coordinates with other City, local, State and Federal regulators on enforcement actions that cross over jurisdictional boundaries. The division includes the maintenance of logs and records for all citizen and agency filed complaints, ongoing compliance investigations, abatement proceedings, and violation compliance.

	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Budget</u>	<u>2005-06</u> <u>Estimated</u>	<u>2006-07</u> <u>Budget</u>
<b>PROGRAM EXPENDITURES:</b>				
Salaries and Benefits	\$15,441	\$16,208	\$15,823	\$14,233
Services and Supplies	7	850	850	850
Total Expenditures	<u>\$15,449</u>	<u>\$17,058</u>	<u>\$16,673</u>	<u>\$15,083</u>
<b>PROGRAM RESOURCES:</b>				
General Fund (various)	\$15,449	\$17,058	\$16,673	\$15,083
Total Resources	<u>\$15,449</u>	<u>\$17,058</u>	<u>\$16,673</u>	<u>\$15,083</u>

	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Actual</u>	<u>2006-07</u> <u>Budget</u>
<b>FULL TIME AND REGULAR PART-TIME POSITIONS:</b>			
Planner	0.25	0.25	0.25
Total	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>

### SERVICE LEVEL CHANGES:

None.

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Enforcement

**FUND:** General  
**ACCOUNT:** 46104

### PROGRAM GOALS:

Endeavor to obtain voluntary compliance for violations of City ordinances. Implement the goals and policies of the General Plan through enforcement of local zoning and subdivision ordinances. Provide inter-agency assistance and staff support to the City's Community Improvement Team. Coordinate with other City, local, State and Federal agencies for enforcement actions that cross over jurisdictional boundaries.

### PROGRAM OBJECTIVES:

Continue to implement the goals and policies of the General Plan through enforcement of local zoning and subdivision ordinances. Continue to provide inter-agency assistance and staff support to the City's Community Improvement Team. Continue coordination with other City, local, State and Federal agencies for enforcement actions that cross over jurisdictional boundaries. Endeavor to obtain voluntary compliance for numerous violations of City ordinances. Continue professional education and development.

### PERFORMANCE MEASURES:

<b>Program/Service Outcomes: (based on program objectives)</b>	<b>2004-05 Actual</b>	<b>2005-06 Estimated</b>	<b>2006-07 Budget</b>
Proved interagency assistance	Yes	Yes	Yes
Attend Community Improvement Team meetings	Yes	Yes	Yes
<b>Program/Service Outputs: (goods, services, units produced)</b>			
Violations sent to City Attorney for further abatement	30	4	4
Violations resolved voluntarily	15	20	20

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Environmental Planning

**FUND:** General  
**ACCOUNT:** 46105

### PROGRAM DESCRIPTION:

The Environmental Division supports the other divisions of the Community Development Department, and other City departments through preparation of environmental studies and documents and permitting of City projects. The Environmental Division endeavors to promote public interest in, comment on, and understanding of the environmental review process and the numerous regulations relating to it by providing public information services to other City departments, developers and a broad range of citizens and citizen groups.

	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Budget</u>	<u>2005-06</u> <u>Estimated</u>	<u>2006-07</u> <u>Budget</u>
<b>PROGRAM EXPENDITURES:</b>				
Salaries and Benefits	\$80,790	\$82,069	\$83,148	\$86,423
Services and Supplies	3,014	2,700	2,700	2,700
Total Expenditures	<u>\$83,804</u>	<u>\$84,769</u>	<u>\$85,848</u>	<u>\$89,123</u>

### PROGRAM RESOURCES:

Environmental	\$1,080	\$0	\$1,650	\$1,716
General Fund (various)	82,724	84,769	84,198	87,407
Total Resources	<u>\$83,804</u>	<u>\$84,769</u>	<u>\$85,848</u>	<u>\$89,123</u>

	<u>2004-05</u> <u>Actual</u>	<u>2005-06</u> <u>Actual</u>	<u>2006-07</u> <u>Budget</u>
<b>FULL TIME AND REGULAR PART-TIME POSITIONS:</b>			
Environmental Planner	1.00	1.00	1.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

### SERVICE LEVEL CHANGES:

None.

## Community Development



**DEPARTMENT:** Community Development  
**PROGRAM:** Environmental Planning

**FUND:** General  
**ACCOUNT:** 46105

### PROGRAM GOALS:

Provide support to the Community Development Department and other City Departments for preparation of environmental studies and documents. Implement the goals and policies of the general plan. Promote public interest in, comment on, and understanding of the environmental review process. Provide information pertaining to, and education of the environmental review process to other City departments. Continued professional education and development.

### PROGRAM OBJECTIVES:

Continue providing support to the Community Development Department and other City Departments for preparation of environmental studies and documents. Continue to implement the goals and policies of the General Plan. Continue to promote public interest in, comment on, and understanding of the environmental review process. Provide information pertaining to, and education of the environmental review process to other City departments. Continue professional education and development

### PERFORMANCE MEASURES:

	<b>2004-05 Actual</b>	<b>2005-06 Estimated</b>	<b>2006-07 Budget</b>
<b>Program/Service Outcomes: (based on program objectives)</b>			
Implement the goals and policies of the General Plan	Yes	Yes	Yes
<b>Program/Service Outputs: (goods, services, units produced)</b>			
Environmental documents prepared/reviewed	7	8	8